

**DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION**

REQUEST FOR QUALIFICATIONS

ARCHITECT AND ENGINEER SCHEDULE



October 13, 2016

Contract Identification No.:	DCKA-2017-Q-0003
Contracting Officer:	Courtney Lattimore Contracting Officer courtney.lattimore@dc.gov

1. Introduction.

The District of Columbia Department of Transportation (“DDOT”), pursuant to the Procurement Practices Reform Act of 2010 (“PPRA”) and Title 40, United States Code, Sections 1101 - 1104, is issuing this Request for Qualifications (“RFQ”) to solicit Statements of Qualifications (“SOQ”s) from firms (“Offerors”) interested in providing architecture and engineering services on a task order basis pursuant to an indefinite delivery indefinite quantity (“IDIQ”) contract. This solicitation is being publicly advertised.

Qualified Offerors will be placed on the DDOT Architect and Engineer Schedule (“A/E Schedule”). Qualifications will be retained for three years and must be updated annually. This is a continually open solicitation.

Qualified Offerors will be selected for an IDIQ contract with an initial term of one year with the possibility of two one-year option renewals.

2. Project Background.

DDOT requires the services of engineering and architecture firms (“Consultants”) to supplement its in-house capabilities for the provision of services involving professional engineers and architects. Consultants will be on-call to provide engineering, architecture, and related services on an as-needed basis, and in the categories of work as defined below in this RFQ.

3. Project Scope.

a. Categories of Work.

The scope of task orders to be issued pursuant to an IDIQ contract will include engineering and design-related services defined as including program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, architecture, or other architectural- or engineering-related services (as specified in 23 U.S.C. 112(b)(2)(A) and 23 CFR 172.3). Architectural and engineering-related services are defined as professional services of an architectural or engineering nature, as defined by District of Columbia law, as applicable, that are required to, or may logically or justifiably, be performed or approved by a person licensed, registered, or certified as an engineer or architect to provide the services (as specified in 40 U.S.C. 1102(2)).

Offerors must indicate in their submittal the category or categories, as defined below, for which they are submitting qualifications.

The categories of work are as follows:

- a. **Roadway design**
Provide safety evaluation report. Perform design and prepare plans, special provisions, cost estimates and bid documents for construction of streets and roads. Provide designs that are ADA compliant. Perform streetlight and traffic signal designs to upgrade streetlights and traffic signals within the project limits. Provide innovative stormwater drainage designs to improve the conveyance of storm water and comply with stormwater regulations. Perform design for safety improvements, including signage and pavement markings. Provide maintenance of traffic plan for safe vehicular, bicycle, and pedestrian traffic during construction including developing mitigation measures and strategies, multimodal access improvement, streetscape and landscaping, and low impact storm

water design. Develop and provide innovative streetscape designs that increase the soil volume available for street trees as well as drawings and specifications for best practices related to tree box designs. Develop and review low impact development and green design concepts for DDOT projects. Develop permeable alternatives for sidewalk materials that improve the regrowing conditions for street trees. Provide innovative designs for LID, green infrastructure, and street trees and tree boxes. Develop, incorporate and review street tree elements and concepts and tree box designs for DDOT projects. Develop, incorporate, and review tree protection concepts and specifications. Provide CADD services, microstation, peopak, etc. and prepare desing standards, manuals and procedures. Perform utility investigations and conduct surveys as necessary. Provide Constructability reviews to check contract documents for accuracy, conformance with DDOT standards, constructability, phasing, scheduling, safety, conflicts, Maintenance of Traffic, and ease of future maintenance and operations.

b. Streetscape and Conceptual Design Services

Prepare, develop and review streetscape design plans and illustrations to include urban, architectural, and landscape design of DDOT projects. Design elements should be based on established roadway and urban design best practices and follow the DDOT Design and Engineering Manual (DEM), National Association of City Transportation Officials (NACTO) and American Association of State Highway and Transportation Officials (AASHTO) design guides. Projects may include:

- Traffic calming
- Street furnishings
- Transit amenities
- Materials
- Wayfinding
- Landscaping
- Low impact development
- Public art
- Parking facilities

c. Bridge design

Provide safety evaluation report. Perform structural analyses and design of bridges, culverts, and other related structures including buildings. Prepare plans, special provisions, cost estimates and bid documents for construction of bridges and as per the latest ASSHTO LRFD specifications and the DDOT standards and design manuals. Project plans may involve including adjacent street or roadway design. Perform design for safety improvements. Provide bridge and other structures architectural services by preparing, developing, and/or reviewing architectural drawings, and preliminary structural analysis and design of bridges and other structures; prepare bridge type studies and load ratings; prepare, develop or review landscape and streetscape drawings for adjacent street or roadway; develop, incorporate, and review urban design elements and concepts in bridges, retaining walls, fences, barriers, sign structures, bridge lightings, and other structures on DDOT projects. Perform streetlight and traffic signal designs within the project limits. The same electrical consultant will perform streetlight and traffic signal designs. Provide maintenance of traffic plans for safe vehicular, bicycle and pedestrian traffic during construction. Provide designs that are ADA compliant. Provide innovative storm water/drainage designs to improve the conveyance of storm water and comply with storm water regulations. Perform utility investigations as necessary. Provide Constructability Reviews to check contract documents for accuracy, conformance with DDOT standards, constructability, phasing, scheduling, safety, conflicts, Maintenance of

Traffic and ease of future maintenance and operations. Provide emergency inspection of bridges, culverts and highway structures including, but not limited to, appurtenant electrical and mechanical systems, and make recommendations for immediate actions.

- d. Construction engineering and management
Provide management support and related services for construction projects. Provide a competent staff to assist DDOT personnel in the inspection and coordination of the project during the construction phase. Oversee construction activities to ensure that the quality of materials and workmanship meet or exceed District standards. Maintain accurate records of field measurements, records of submittals and materials testing, documentation such as inspector daily reports, weekly reports, and project diaries, change orders, RFI's, government estimates, and payments. Provide all equipment and materials necessary, including office equipment, surveying equipment, testing equipment, communication equipment, transportation for project business, and office supplies. Prepare construction manual and procedures. Aid DDOT staff in monitoring contractor performance on performance-based contracts and conducting performance audits on current programs.
- e. Traffic engineering (streetlight and traffic signal)
Coordinate traffic signal and streetlight design. Perform traffic signal and streetlight design and preparation of plans, specifications, and estimates for the following types of projects: designs for specific and streetlight design to complement specific bridge and roadway construction plans; traffic signal and streetlight design to satisfy a need unrelated to construction; install, remove, and/or relocate street lights in connection with road and bridge improvement projects; upgrade street and alley lights; remove and replace direct-buried cable and outdated conduit systems using terra cotta or gas pipes; design of tunnel, underpass, and underdeck lights, overhead guide signs, welcome to Washinton signs, navigation lights and special project lists such as landscape lights. Designs should consider use of the latest guide and shall be based on the ASSHTO/IES levels for different roadway classifications.

Traffic signal design generally includes the design and preparation of plans, specifications, and estimates for:

- Installing new traffic signals.
- Relocating, replacing or upgrading existing traffic signals.
- Complementing various maintenance of traffic or detour stages.
- Installing new or rerouting existing traffic signal system communications cable and supporting hardware.
- Reconfiguring street intersections with channelizing islands to control and direct traffic movements.
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- f. Traffic Engineering (Operations and Safety)
Prepare engineering studies and design documents related to operations and safety. Services may include:
- Collecting and evaluating traffic data (turning movement counts, speed counts, automated traffic counts, crash data, etc.)
 - Conducting field investigations and performing crash analyses, as well as developing countermeasure assessments for corridor, intersection, and pedestrian improvements.
 - Reviewing traffic operations (including capacity analyses and other multimodal performance measures of evaluation) to determine existing traffic conditions and

levels of traffic congestion and evaluating impacts of proposed changes to the roadway network.

- Evaluating existing intersection control (including performing traffic signal and all-way stop sign warrant analyses, evaluating existing signal timings, and providing signal operation and optimization support).
- Analyzing corridors and subareas using simulation tools.
- Performing traffic calming assessments and corridor studies.
- Evaluating and developing solutions for access and circulation issues.
- Planning for large venues and special events, including parking management plans, wayfinding signage, intersection capacity studies, and pedestrian and vehicular flow for pre- and post-event conditions.
- Developing standard operating procedures and deploying plans using strategic data based approach that takes into account agency priorities and constraints.
- Developing traffic mitigation measures for capital improvement projects.

Traffic studies contemplated by DDOT include, but are not limited to, intelligent transportation systems, traffic calming, signal timing, neighborhood conditions, traffic counts, origin and destination studies, calculation of roadway and intersection performance, simulation modeling, collection and evaluation of crash statistics, traffic carrying capacity of roadways, and collection of other information on existing traffic conditions and level of traffic congestion.

g. Geotechnical investigations and Studies

Perform soil borings, boring logs, test cores, laboratory tests, analyses, and recommendations for appropriate action. Prepare Geotechnical Investigation Reports and Foundation Reports

h. Environmental Engineering Investigations and Studies

Conduct studies to determine the environmental impact of proposed transportation facilities, including impacts on air quality, water quality, noise, neighborhood impacts and impacts on cultural resources. Environmental studies shall be consistent with all Federal requirements including, but not limited to those under the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, the Executive Order on Environmental Justice, and Section 4 (f) requirements. The consultant shall collect environmental data related to DDOT projects, evaluate environmental impacts, prepare draft reports, maps, and other documents to describe anticipated environmental impacts, develop environmental mitigation recommendations, when appropriate, and document all research and findings in draft and final report. Environmental studies shall be conducted with appropriate public notification and opportunity for public participation. Conduct environmental studies consistent with local Environmental Policy Act requirements such as the DDOT Environmental Manual.

i. Transportation Planning Studies

Conduct studies to determine transportation needs of residents, businesses, and visitors to the District of Columbia, including, but not limited to strategic plans, truck or freight management plans, parking evaluation and plans, pedestrian and bicycle plans, bus transit plans, scenario planning, demand modeling, Transportation Demand Management, alternatives analysis, major multi-modal transportation facility plans, transportation assets, inventories, and traffic studies, and parking demand and management.

Ability to analyze crash and other data sources, diagnose the problem, select countermeasures, prioritize projects, and prepare various safety plans. Ability to support and assess the District traffic records system and prepare recommendations as needed.

Identify and evaluate transit service improvements, including bus- and rail-based transit. Identify and evaluate proposed development projects in the study area and determine daily and peak hour traffic generated by the new development. Calculate modal splits for employees, visitors, and customers, to determine the impact on local streets, sidewalks, and other transportation facilities. Offer recommendations, identify alternatives, and provide other related technical assistance.

Perform economic and financial evaluations of transportation policy and capital proposals to make sound investment decisions and assure coordination with community development policies and objectives.

Prepare preliminary design plans to demonstrate the physical characteristics and operating characteristics of proposed transportation facilities. Prepare computer simulations showing operating characteristics of proposed alternative traffic solutions. Develop artist renderings and design visualization using computer simulations, assist Department in preparing for and recording the results of alternative design charrettes with community groups and businesses, and scheduling, conducting, and recording meetings to gauge public sentiments on proposed transportation projects.

j. Transportation Research and Technology Transfer

Conduct applied research studies and analyses and evaluations of current and experimental practices to identify state-of-the-art technologies and procedures that can be utilized in the District of Columbia to improve mobility, safety, and efficiency, and resource conservation. Prepare reports that evaluate alternative technologies and methodologies and their applicability in the District. Conduct analyses of new demonstration projects to evaluate their effectiveness and efficiency in meeting design goals and DDOT objectives. Ability to identify innovative programs and work with District agencies to implement, advance, and support programs that can reduce crashes in the District. Provide support to District agencies and others in developing safety related grants and monitoring grantee performance according to federal guidelines.

The following are areas of research that will reflect the urban, multimodal context of the District, even though those terms are not specifically called out in each topic area.

Policy and Planning: Research related to planning practices, techniques, and policy approaches to implement planning goals. Topics include modal planning (bicycle, pedestrian, transit), long-range planning, and sub-area plans.

Design: Includes preliminary engineering and design-related practices, such as value engineering, 3D models, and alternative technical concepts.

Construction: Includes tools, techniques, and processes for construction and construction management. Recent topics include geosynthetic reinforced soil, integrated bridge system, and trenchless undergrounding.

Materials: Testing and quality control for materials used in construction, particularly newer materials and processes like pervious pavements and cold-in-place recycling of asphalt.

Transportation Systems Operations and Management and Intelligent Transportation Systems (ITS): Operations of the transportation system, including areas like curbside management as well as ITS and signals, with research in areas such as simulation, modeling and parking.

Technology and Data: Encompasses enterprise data management, geographic information systems (GIS), and new technologies that can impact other topic areas (e.g. new data collection techniques)

Business Processes: The means by which work is managed at the agency and might address contracting, streamlining of workflows or introducing new technologies.

Asset Management: Covers all agency assets, from roadways and bridges to streetlights, parking meters, and traffic signals.

Urban Forestry/Environmental: National Environmental Protection Act (NEPA) activities, tree health, and storm water are all areas of interest in this topic.

Economics and Financing: Innovative project delivery methods like public-private partnerships, contracting models, and tools such as congestion pricing.

k. Public Participation and Partnering

Develop and implement public participation and partnering programs. The work to be performed by the consultant shall include the development of public participation work plans, the preparation of materials for use at public meetings, including maps, brochures, power point presentations, videos, an independent project specific website that can stand alone and also link back to the DDOT website, and the development of computer simulation models that describe the potential impacts of transportation projects. The consultant shall also prepare project mailing lists of stakeholder groups and interested parties, develop project web sites and other methods of communicating project information to the public, assist in the scheduling and conducting public meetings, and design charettes. Develop public surveys, purchase media notices and advertising, and develop artwork and scripts. Develop public education campaign materials related to transportation issues that can be televised as written script or full videos on the local Public Broad Cast Channels and local media channels and prepare evaluation reports on the effectiveness of the campaign.

The consultant shall also assist in the development and implementation of “partnering” activities, including the development of Memoranda of Agreement with private organizations and other public agencies to share responsibilities in the development and implementation of projects. The consultant shall provide technical support in the Department’s negotiations with private organizations and other public agencies in the development of joint transportation projects.

Consultant must provide the services of a professional engineer(s) who can understand technical engineering documents and interpret them for lay audiences, and who can assist DDOT with technical engineering support for the purpose of developing joint transportation projects.

l. Bicycle and Pedestrian Studies, Planning, and Design

Collect data and information regarding bicycle and pedestrian services and facilities. Prepare draft and final reports regarding bicycle routes and trails and pedestrian facilities to promote the safe and efficient movement of individuals with sufficient data to support its findings. Develop policies and plans to promote bicycle and pedestrian safety. Plan and design bicycle and facilities.

m. Railroad Consulting Technical Services

The services required relate to those railroads operating on the rail system of the United States, for example, CSX and Amtrak. Subjects in which technical consulting and planning advisor services may be required include:

- Assessment of rail carrier interests and positions
- Advice regarding railroad operations and facilities

- Identification of D.C. railroad objectives and interests
 - Negotiations with railroads
 - Abandonments of rail lines
 - Surface Transportation Board actions
 - Assistance in preparing communications with federal agencies regarding railroad matters
 - Estimation of costs related to railroad construction and maintenance
 - Capacity assessments of freight and passenger rail
- n. **Pavement Management and Infrastructure Data Collection Service**
Provide a comprehensive pavement condition (distress, ride quality, and skid) data collection and analysis service using the latest state-of-the-art technology. Be able to perform both destructive and non-destructive condition assessment. Use collected information and analyze existing pavement material and condition and recommend appropriate action plan. Present data both in raw and processed format per the DDOT's standards and policies for integrating with existing systems. Provide infrastructure asset data (asset type, dimensions, exact location, etc) collection services. Information needs to be collected in a format approved by DDOT. Perform pavement, pavement material, and related analysis and system improvement studies.
- o. **Right-of-Way Services**
Prepare right-of-way plans, manage the acquisition process such as clearances, determination of ROW needs, ROW authorization, Relocation Assistance, ROW changes, government land permission/permits, utility clearance, and supply expert services for the acquisition process.
- p. **Intelligent Transportation Systems**
Provide ITS services for planning, requirements analysis, conceptual design, final design, systems engineering (including systems development and integration planning and design), operations concepts, operations planning, maintenance planning and performance measurement.
These services may apply to any of the following:
1. Existing subsystems such as:
 - a. Transportation Management Center (TMC)
 - b. Closed circuit television (CCTV)
 - c. Traffic signals
 - d. Highway Advisory Radios
 - e. Roadway Weather Information Systems
 - f. Traffic detectors
 - g. Telecommunications
 2. Roadway operations patrol
 3. New technology market studies and planning and design for future deployments
 4. Traffic simulation
 5. Geographic Information System (GIS)
 6. ITS/Commercial Vehicle Operations (CVO)
 7. Commercial Vehicle Information System Network (CVISN)
 8. Traffic signal optimization
 9. Cost benefit studies
 10. ITS architecture
 11. System engineering management plan
 12. Web applications

13. Performance measures

14 ITS for transit

Work can include all phases in the system engineering life cycle with applications in ITS. Work may also include emerging areas such as autonomous/connected vehicles, and leveraging of data from social media and third party data providers. None of the services will include deployment, implementation, or maintenance.

Because of the nature of the services to be provided, Consultant will be required to provide a professional civil engineer with experience relevant to the tasks required, e.g., roadway engineering, or traffic engineering.

q. Materials Testing

Conduct materials testing services in the areas of Portland cement concrete, asphalt, soils and aggregates, and metals. The testing lab shall be AASHTO accredited in the above areas of testing. All testing shall be conducted in accordance with current AASHTO/ASTM standard procedures. Test reports shall be signed and stamped by a professional engineer licensed in the District of Columbia and shall be submitted to DDOT for review and records.

r. Stormwater Management and Green Infrastructure Design

s. Transit Consulting/Technical Services

t. Appraisal Services

u. Program Management

b. Responsibilities of Consultant.

- (1) Consultant shall perform its services consistent with the skill and care ordinarily provided by consultants in consultant's profession practicing in the Washington, D.C. metropolitan area on projects of a similar type, cost, and size. The Consultant shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.
- (2) Consultant shall identify a representative authorized to act on behalf of the Consultant with respect to the Contract between Consultant and the District and for each task order pursuant to such Contract.
- (3) Consultant shall not engage in any activity, or accept any employment, interest or compensation that would reasonably appear to compromise the Consultant's judgment with respect to this Project, except with DDOT's prior knowledge and prior written consent.
- (4) In the conduct of all activities required for or otherwise related to the performance of the Contract, Consultant shall conform to and uphold all established ethical principles and professional standards of practice governing the consultant's profession in the District of Columbia, and in any jurisdiction where the Consultant may be licensed or registered.
- (5) Consultant shall provide all necessary expertise and services and to have and maintain appropriate licenses that meet District of Columbia requirements to professionally and diligently prosecute the work authorized.
- (6) Consultant shall contract for or employ at Consultant's expense, subconsultants to the extent deemed necessary for the work of each task order, with the prior written consent of DDOT.
- (7) Consultant shall consult with normal and customary employees, agencies, and/or representatives of the District of Columbia regarding the work of each task order.
- (8) Consultant shall work effectively with other District of Columbia and federal agencies.

- (9) Consultant shall abide by all regulations imposed by funding sources, such as auditing requirements and payroll affidavits.
- (10) Consultant shall perform its services in accordance with all applicable District and federal, laws, codes, regulations, standards, guidelines, and orders.
- (11) When reviewing, evaluating, monitoring, coordinating, and reporting with respect to the services of other consultants and contractors, Consultant shall apply all applicable District and federal, laws, codes, regulations, standards, guidelines, and orders, including, without limitation, the then-current version of the District of Columbia Department of Transportation (DDOT) Standard Specifications for Highways and Structures.

4. Contract.

Successful Offerors will be required to enter into the form of contract attached hereto as Exhibit A (the "Contract"). All Offerors shall note that the IDIQ contract will contain the following provisions:

- c. The maximum allowable mark-up for subconsultants by the Consultant shall be limited to no more than five percent (5%). This amount will be converted to a fixed dollar amount for each task order.
- d. Direct Salary Expense ("DSE") is defined as the actual salaries, expressed on an hourly wage basis, prior to deductions for employment taxes (such as FICA, Medicare, income tax withholding) and employee-paid benefits, of all personnel, including Consultant's employees directly engaged on the Project (and performing consultations or research or preparing documents for the Project). DSE shall exclude mandatory and customary fringe benefits and employee benefits (such as employer-paid insurance, sick leave, holidays, vacation, pensions and similar contributions, or additions such as bonuses or other surplus payments), overhead expense (which includes salaries of bookkeepers, secretaries, clerks, and the like), and profit relating to the Project. Any multiplier applied to such DSE shall be for the purpose of covering such fringe benefits, expense, and profit. All personnel shall mean anyone employed by the Consultant and its subconsultants including, but not limited to, Key Personnel as defined in this RFQ, engineers, architects, officers, principals, associates, CADD technicians, designers, job captains, draftspersons, and writers, who are performing consultation, research or design, or who are producing documents pertaining to the Project, or who are performing program management services during planning, design, or construction of the Project or any component thereof that are directly attributable to, and necessary for, program management related to such planning, design, or construction.

The Contract may provide for an annual adjustment of DSE rates in accordance with Consultant's usual and customary annual salary adjustment process, except that such rates may not increase by more than a percentage equal to an increase for the same period in the Consumer Price Index for all Urban Consumers (CPI-U).

- e. Notwithstanding the foregoing definition of DSE, Consultant's indirect cost rate shall comply with 48 CFR Part 31 (Federal Acquisition Regulation); 2 C.F.R. Part 200; and 23 C.F.R. § 172. Subconsultant's indirect cost rates are subject to the same requirements. Consultant shall provide separate indirect cost rates for home office and co-location when required. Consultant's indirect cost rate is subject to audit. An indirect cost rate that is cognizant-approved, or otherwise acceptable under then-current laws and regulations, shall be used.
- f. Consultants that do not have an audited, cognizant-approved indirect cost rate may use provisional rates to the extent permitted by, and in accordance with, the Federal Acquisition Regulation.

- g. Consultant's maximum profit rate, when based on hourly rates, shall be ten percent (10%) of the total of DSE plus the approved indirect cost rate. Profit may also be negotiated on a task order basis.
- h. Consultant's compensation, when based on hourly rates, shall be the total of DSE, approved indirect cost rate, and profit, each as defined herein.
- i. There is a minimum order guarantee of one (1) billable hour at the principal-in-charge rate per awarded contract per year regardless of the number of categories for which the Architect-Engineer Contractor is selected and a maximum per year depending upon the number of categories for which the Consultant is selected as follows:

1-4 categories	\$2 million maximum
5-9 categories	\$4 million maximum
10 categories and above	\$6 million maximum
- j. Prior to award, the successful Offeror will be required to submit certified payroll for all anticipated staff working on the project – including certified payroll for all subconsultants (or when subconsultants are determined). Certified payroll will be required to be submitted annually throughout the life of the Contract.
- k. Task orders may be agreed to on the basis of any permissible means of compensation, such as lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation, as appropriate to the task order.
- l. If subconsultants are agreed upon by DDOT and the Consultant during negotiations for a task order between the Consultant and DDOT, then the Consultant will be permitted to subcontract only with such firms, pursuant to Title 48, Chapter 1, Section 44.204(b) of the Code of Federal Regulations.
- m. The resultant Contract will also contain the following provisions:
 - (1) General Provisions for Federally Funded Agreements, February 19, 1981, revised March 2, 2001.
 - (2) The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts (2010).
 - (3) Fair Criminal Record Screening: The Consultant will be required to comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152).
 - (4) Other provisions as applicable or as determined by the District of Columbia and as set forth in the Contract. Offerors are advised to consult "Required Solicitation Documents" found at <http://ocp.dc.gov/node/599822>.
- n. "Contract Documents" shall mean
 - (1) A Contract executed by the District and the Consultant, including all exhibits and attachments thereto
 - (2) A fully executed Task Order pursuant to the Contract
 - (3) A modification of the Contract which means (i) a written amendment to the Contract signed by both parties, (2) a Change Order, or (3) a Force Account Change Order, or (4) a Directive Letter
 - (4) Offeror's response to this solicitation and to any subsequent Request for Proposals

- o.** If there are conflicting provisions between or among Contract Documents, then the governing order of precedence shall be as follows:

 - (1) The Contract, as modified, including the Federal Standard Contract Provisions and the OCP Standard Contract Provisions; if there is a conflict between the Federal Standard Contract Provisions and the OCP Standard Provisions, then the Federal Standard Contract Provisions shall prevail;
 - (2) Contract attachments other than the Federal and OCP Standard Contract Provisions, unless in conflict with applicable law or regulation
 - (3) In the following order: Task Order statement of work, Task Order attachments associated with the particular Task Order, and Consultant's Task Order quote or proposal
 - (4) Consultant's response to this solicitation and any resultant proposals to the extent that they meet or exceed the requirements of the Contract; if the response or proposal include statements that can reasonably be interpreted as offers to provide higher quality or greater quantity than otherwise required by the Contract Documents, or to perform services in addition to those otherwise required or otherwise contain terms which are more advantageous to the District than the requirements of the other Contract Documents, then the Consultant's obligations hereunder shall include compliance with all such statements, offers, and terms.

Notwithstanding the foregoing, in the event of conflicting requirements involving any requirement within the Contract Documents, the District shall have the right to determine, in its sole option and discretion, which requirement(s) apply. The Consultant shall request the District's determination respecting the order of precedence among conflicting provisions promptly upon becoming aware of any such conflict. The District reserves the right to determine that the requirement that requires the better quality, greater quantity, or greater benefit to the District shall apply.

- p.** Living wage: Offerors should consult the District of Columbia Living Wage Notice at <http://ocp.dc.gov/publication/2016-living-wage-notice>.
- q.** The successful Offeror will be required to submit the applicable documentation found at <http://ocp.dc.gov/node/599822> including, but not limited to, the Bidder-Offeror Certification Form and, for District businesses, the Tax Certification Form.

5. Selection Process.

a. Form 330.

Offerors are expected to complete U.S. Government Standard Form 330 Part II in response to this RFQ. The form will be used in the selection of an experienced Architect/Engineering ("A/E") firm as the Consultant. Offeror's responses in the Form 330 Part II will be used to evaluate Offeror with respect to the evaluation criteria set forth in Section 8 of this RFQ.

b. Categories of Work.

Offerors desiring consideration for Architect-Engineer contracts may request consideration under one or more categories as set forth in Section 3. A separate submittal is not required for each category. DDOT may select firms for more than one category, however, DDOT will award only

one contract to each Consultant. DDOT will include in such contract all of the categories for which the Consultant has been selected.

c. Qualifications-Based Selection.

Consultant selection will be in accordance with the provisions of Title 27, Sections 2620 through 2628 of the District of Columbia Municipal Regulations ("DCMR"), Title 40, Sections 1101 through 1104, of the United States Code ("USC"); and Title 48, Chapter 1, Subpart 36-6 of the Code of Federal Regulations ("CFR"). This procurement will use a multi-step qualifications-based selection process.

- (1) In step one, an Evaluation Board appointed by the Contracting Officer will:
 - (a) Evaluate each submitted response.
 - (b) Evaluate the firms in accordance with the criteria set forth in this RFQ.
 - (c) Prepare a selection report for the Contracting Officer recommending, in order of preference, firms that are evaluated to be the most highly qualified to perform the required services.
- (2) In step two, the Contracting Officer will review the recommendations of the Evaluation Board and will, with the advice of appropriate technical and staff representatives, make the final selection. The final selection shall be a listing, in order of preference, of the firms considered most highly qualified to perform the work. If the firm listed as the most preferred is not recommended as the most highly qualified by the Evaluation Board, then the Contracting Officer will include in the contract file a written explanation of the reason for the selection. All firms on the final selection list will be considered "selected firms" with which the Contracting Officer may negotiate.
- (3) Pricing may also be negotiated on a task order basis.
 - (a) Negotiations may include contract rates for unit costs of all anticipated travel items such as vehicle cost per mile or day and per diem for certain locations of work. For travel that cannot be anticipated, the Contract may include a statement that travel costs will be computed in accordance with FAR 31.205. With respect to other direct costs, a unit cost or price may be negotiated for all anticipated supplies or support services. Unit costs or prices may also be negotiated for specific types of services (e.g., a daily rate for a survey crew or per acre rate for a topographic survey). Travel items and direct costs may also be negotiated on a task order basis.

d. Award.

At the conclusion of the RFQ submission process and the interviews, DDOT intends to award one (1) IDIQ Contract for a base period of one (1) year with two (2) one-year options for a potential total of three (3) years. DDOT will review the list of awarded contracts at the end of each year, and reserves the right to add or delete Consultants at any time during the three-year period.

e. Task Orders.

When DDOT has a need to procure A/E services from Consultants on the A/E Schedule, DDOT will evaluate the annual statements of qualifications and performance data submitted by firms, as well as statements submitted by firms specific to the proposed project.

The terms of individual task orders, including price, will be negotiated in response to the issuance of a Request for Task Order Proposal by DDOT. In addition to other information requested by DDOT, Consultants will be required to submit Form 330 Part I for project-specific proposals. Task orders will be awarded to the most qualified Consultants with respect to the scope of work defined in the Request for Task Order Proposals.

DDOT will conduct discussions with at least three firms for purposes of considering anticipated concepts and comparing alternative methods for furnishing services, and then select, in order of preference, at least three firms DDOT considers most highly qualified to provide the services required.

Next, DDOT will attempt to negotiate a contract for compensation that DDOT determines to be fair and reasonable with the firm selected as the most highly qualified firm. If DDOT is unable to negotiate a contract with the most highly qualified firm, then DDOT will initiate contract negotiations with the second-most highly qualified firm, and so on, until an agreement is reached.

Notwithstanding the foregoing, simplified or small purchase acquisition procedures may be used for procurements under the relevant dollar threshold.

f. Schedule.

Milestone dates are subject to change

Advertise Project	October 14, 2016
Pre-submittal Meeting	October 24, 2016
Last Day to Submit Questions	October 27, 2016
Submittal Due Date	November 16, 2016
Selection/Evaluation	December 16, 2016
Award	December 28, 2016

6. Submittal Process and Requirements.

a. Form 330.

Offerors must submit U.S. Government Standard Form 330 Part II in response to this RFQ. Any other format will be considered non-responsive and will not be evaluated by DDOT. Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation. Such information may be solicited from firms qualified by DDOT to participate in the negotiation phase of the selection process. Offeror's Form 330 responses will be used to rank Offeror with respect to the evaluation criteria contained in Section 8 of this RFQ.

b. Minimum Requirements.

In addition to the Form 330 Part II, each Offeror must submit the following:

- (1) A Letter of Submittal on the Offeror's letterhead that must include the following:
 - a. The Offeror's expression of interest in being selected for the Project.
 - b. The individual who will serve as the Offeror's Point-of-Contact ("POC"), including the POC's title, address, phone and fax numbers, and email address.
 - c. The individual who will serve as the Offeror's secondary POC, including title, address, phone and fax numbers, and email address.
 - d. The signature of an authorized representative of the Offeror's organization. All signatures will be original and signed in ink. If creation of a joint venture is in process but not yet formed, each authorized representative of each member firm will sign the letter of submittal.
- (2) Disadvantaged Business Enterprise ("DBE") statement within the Letter of Submittal confirming Offeror is committed to achieving the required DBE goal, if any, for the Contract and for each task order.

Failure to submit the items required in this Section 6.b may result in the submittal being deemed non-responsive.

c. Website.

The RFQ documents and any amendments or updates to the RFQ will be available on the D.C. Office of Contracting and Procurement's website: <http://ocp.dc.gov>.

d. Amendments.

Offerors shall acknowledge receipt of any amendment to this solicitation.

e. Submittal Requirements.

All Offerors shall note the following requirements. For the purpose of this solicitation, each printed side shall be considered one (1) page.

- (1) All responses shall be bound, with no font size smaller than 9 point.
- (2) All pages shall be oriented in such a way that no page is greater than 8.5" x 11".
- (3) Any additional information supplied by the Offeror under Section H of the Form 330 shall be limited to 20 double sided pages.
- (4) To be considered responsive All Standard Form 330's shall be submitted electronically to the following address: **Will be made available within the next ten days**
- (4) Offerors may submit questions in writing to DDOT up to 21 calendar days prior to the submission deadline.
- (5) DDOT will not acknowledge or receive submissions in response to this RFQ that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

f. District of Columbia's Reservation of Rights.

DDOT reserves the right to divide this procurement into multiple parts, to reject any and all Qualifications, and to re-solicit for new Qualifications, or to reject any and all submissions and

temporarily or permanently abandon the A/E Schedule procurement or any portion thereof. The District of Columbia makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any task order and no such representation is intended to be, or should be, construed by the issuance of this RFQ. The District of Columbia reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting RFP or contract, when deemed to be in the District of Columbia's best interest.

g. Acceptance of Evaluation Methodology.

By submitting its response to this RFQ, Offeror accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the District of Columbia.

h. No Reimbursement for Costs.

Offeror acknowledges and accepts that any costs incurred from the Offeror's participation in this RFQ process shall be at the sole risk and responsibility of the Offeror. Offerors submit responses to this RFQ at their own risk and expense.

i. Disqualification.

Submittals which are qualified with conditional clauses, or alterations, or items not called for in the RFQ documents, or irregularities of any kind are subject to disqualification by DDOT, at its sole option and discretion.

j. Preparation of Submittal.

Each submittal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ and the potential RFPs for task orders. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of DDOT's needs.

k. Representations.

Representations made within the Offeror's qualifications submittal and any subsequent proposal will be binding on responding firms. The District of Columbia will not be bound to act by any previous communication or submittal submitted by the Offeror firms other than in response to this RFQ.

l. Compliance.

Failure to comply with the requirements contained in this RFQ may result in a finding that the Offeror is not qualified and is ineligible to submit a proposal in response to any subsequent RFP.

m. Eligible Offerors.

Only individual firms (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. (This does not preclude an Offeror from having subconsultants.)

n. Ownership of Submissions and Freedom of Information Act.

The District of Columbia Freedom of Information Act ("FOIA"), District of Columbia Code ("DC Code") Sections 2-531 through 2-539, provides that any person has the right to request access to records. All public bodies of the District government are required to disclose public records, except for those records, or portions of records, that are protected from disclosure by the exemptions found at DC Code § 2-534. Subject to the exceptions specified herein, and in the FOIA, all written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks, designs, and other graphic and visual aids submitted to DDOT during the procurement process, whether included in response to this RFQ, or otherwise submitted, become the property of the District of Columbia upon delivery to DDOT, and will not be returned to the submitting parties. Proposers should familiarize themselves with the provisions of the FOIA requiring disclosure of public information and exceptions thereto. In no event shall the District of Columbia, DDOT, or any of their agents, representatives, consultants, directors, officers, or employees be liable to an Offeror or Offeror team member for the disclosure of any materials or information submitted in response to this RFQ.

o. Protests.

Any Proposer who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350 N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the Contracting Officer listed in this ITP.

7. DBE Goal.

A Disadvantaged Business Enterprise (DBE) subcontracting goal for firms certified as DBE's in accordance with 49 CFR Part 26 will be set on this federally-assisted contract on a task order basis.

Title VI of the Civil Rights Act Of 1964, as amended:

During the performance of the Contract, the Contractor and any of its subcontractors shall comply with Title VI of the Civil Rights Act of 1964, as amended. This Act provides that no person shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied the benefits of or be subject to discrimination in federally funded program and activities. See 42 U.S.C. §2000d *et seq.*

For additional information, refer to Exhibit B.

8. Evaluation and Selection.

Offerors will be ranked by the Evaluation Board in descending order based on the total combined score comprised of the evaluation criteria score and the interview score, both as described below.

a. **Criteria.**

Consultant selection will be based on the following criteria, applied to each category of work for which the Offeror has submitted qualifications, and the corresponding maximum points:

- (1) Professional qualifications necessary for satisfactory performance of required services, including professional qualifications of Key Personnel (20 points)
- (2) Specialized experience and technical competence in the types of work required (40 points)
- (3) Capacity to accomplish the work in the required time (20 points)
- (4) Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules (20_ points)

Maximum possible subtotal: 100 points

b. **Scoring Methodology.**

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Sections 8.a and **Error! Reference source not found.** in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

(1) **Rating Scale**

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Proposer did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

(2) **Application of Rating Scale**

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror's score for each factor. The Offeror's total score will be determined by adding the Offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluates the Proposer's response as "Good," then the score for that evaluation factor is 4/5 of 50, or 40 points.

If sub-factors are applied, the Offeror's total score will be determined by adding the Offeror's score for each sub-factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub-factors of twenty (20) points each, using the Rating Scale above, if the District evaluates the Offeror's response as "Good" for the first sub-factor and "Poor" for the second sub-factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub-factor plus 1/5 of 20 or 4 for the second sub-factor, for a total of 20 for the entire factor.

EXHIBIT A
SAMPLE CONTRACT

AWARD/CONTRACT				1. Title/ Caption		Page of Pages	
2. Contract Number		3. Effective Date		4. Requisition/Purchase Request/Project No.			
5. Issued By: Code				6. Administered by (If other than line 5)			
District Department of Transportation Office of Contracting and Procurement 55 M Street SE, 7 th Floor Washington, DC 20003				8. Delivery			
				<input type="checkbox"/> FOB Origin <input type="checkbox"/> Other (See Schedule Section F)			
				9. Discount for prompt payment			
7. Name and Address of Contractor (No. street, city, county, state and Zip Code)				10. Submit invoices to the Address shown in Section G			Item PO
11. Ship to/Mark For		Code		12. Payment will be made by		Code	
N/A							
13. Reserved for future use				14. Accounting and Appropriation Data ENCUMBRANCE CODE: N/A			
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
	To be determined by Task Order						
16. Table of Contents N/A							
(X)	Section	Description	Page	(X)	Section	Description	Page
PART I – THE SCHEDULE				PART II – CONTRACT CLAUSES			
X	A	Contract Form	1	X	I	Contract Clauses	21
X	B	Requirements	2	PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Services	3	X	J	List of Attachments	29
X	D	Packing and Marking	N/A	PART IV – REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	11		K	Representations, Certifications and Other Statements of Offerors	N/A
X	F	Contract Term	12				N/A
X	G	Contract Administration data	13		L	Instructions, conditions & notices to offerors	N/A
X	H	Special Contract Requirements	19		M	Evaluation factors for award	N/A
Contracting Officer will complete Item 17 or 18 as applicable							
17. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is Required to sign this document and return (2) copies to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print)				20A. Name of Contracting Officer, DDOT Steven H. Wishod			
19B. Name of Contractor		19C. Date Signed		20B. District of Columbia		20C. Date Signed	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

EXHIBIT B
DBE REQUIREMENT

**PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISE AND
NON-DISADVANTAGED BUSINESS ENTERPRISE FIRMS**

Policy: The District Department of Transportation (DDOT) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The District Department of Transportation (DDOT) has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the District Department of Transportation (DDOT) has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the District Department of Transportation (DDOT) to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

- To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT assisted contracts;
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Lisa Gregory, Esq., Chief Office of Civil Rights has been delegated as the DBE Liaison Officer. In that capacity, the Chief Office of Civil Rights is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the District Department of Transportation (DDOT) in its financial assistance agreements with the U.S. Department of Transportation.

The District Department of Transportation (DDOT) has disseminated this policy statement to the DDOT's Executive Team and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts on The District Department of Transportation (DDOT) website and on the agency bidders' document.

Sincerely,

Leif A. Dormsjo
Director, District Department of Transportation

Definitions -The following definitions apply to this contract:

- A. **“Disadvantaged business”** means a small business concern, (a) which is at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- B. **“Small business concern means”**, with respect to firms seeking to participate as DBEs in DOT-assisted contracts, a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in § 26.65(b).
- C. Socially and economically disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—
- Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
 - Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - “Black Americans,” which includes persons having origins in any of the Black racial groups of Africa;
 - “Hispanic Americans,” which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - “Native Americans,” which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - “Asian-Pacific Americans,” which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - “Subcontinent Asian Americans,” which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - Women;
 - Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective. The Contracting Officer shall make a rebuttable prerogative that individuals in the above groups are socially and economically disadvantaged. This prerogative shall be based on criteria set forth in 49 CFR Part 26. The Contracting Officer also may determine, on a case-by-case basis, that individuals who are not members of one of the above groups are socially and economically disadvantaged.

PROMPT PAYMENT/DBE CONTRACT COMPLIANCE SYSTEM

Prompt Payment: The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than ***no later than 7 days*** from the receipt of each payment the prime contract receives from The District Department of Transportation (DDOT). The prime contractor agrees further to return retainage payments to each subcontractor within ***no later than 7 days*** after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the DDOT. This clause applies to both "DBE and non-DBE subcontracts."

Failure to do so shall be grounds for appropriate action against the party involved (e.g.: findings of non-responsibility for future contracts and/or suspension and debarment).

DBE Contract Compliance System: This contract is subject to contract compliance tracking, and the prime contractor and any subcontractors are required to provide any noted and/or requested contract compliance-related data electronically in the [Contract Compliance System](#). The prime contractor and all subcontractors are responsible for responding by any noted response date or due date to any instructions or request for information, and to check the [Contract Compliance System](#) on a regular basis to manage contact information and contract records. The prime contractor is responsible for ensuring all subcontractors have completed all requested items and that their contact information is accurate and up-to-date. District DOT's Office of Civil Rights may require additional information related to the contract to be provided electronically through the system at any time before, during, or after contract award.

Information related to contractor access of the system will be provided to a designated point of contact with each contractor upon award of the contract. The [Contract Compliance System](#) is web-based and can be accessed at the following Internet address: <https://ddot.dbesystem.com>

Your firm **MUST** log into the system to review and update the required information **within 10 business days of receiving "NTP" from DDOT**. Please be advised that as the Prime Vendor, you are responsible for ensuring that all required information is entered, that it is accurate, and that your subcontractors verify payments received. Failure to cooperate with the Office of Civil Rights may result in breach of contract.

The Prime must upload and report the following items:

- Upload all signed agreements between the Prime and DBE firms well as the non-DBE subcontracts on the [Contract Compliance System](#).
- Prime must report all payments to DBE firms and all subcontractors to the [Contract Compliance System](#) by the 15th of the month for the previous month activity under this project even if no activity for a month.
- A completed DDOT DBE Contractor Payment form and a copy of all cancelled check payments to DBE firms and all subcontractors should be Upload to [Contract](#)

Compliance System by the 15th of the month for the previous month activity. A form MUST be completed monthly even if no activity for a month. (Attached)

“Failure to do so shall be grounds for appropriate action against the party involved (e.g.: findings of non-responsibility for future contracts and/or suspension and debarment).”

This online system allows vendors to actively support our efforts to achieve diversity participation, maintain accurate contact information, and report subcontractor payment details. As a Prime Vendor, you are required to log in to review and update certain specific information regarding payments to your subcontractors, and all contact information (name, address, phone, fax, email) for your firm and the subcontractors. You can also identify who in your firm should be our main contact for each of your contracts. To begin, follow the steps below:

1. Visit <https://ddot.dbesystem.com>. Follow the on-screen directions to **look up your account** and then access the secure system. Contact Customer Support via any of the system links if you have any questions while attempting to access your account.
2. **Review and update all contact and contract information** as necessary for your firm and subcontractors.
3. **Ask your subcontractors to log in** to review and confirm amount reported for each time period.

Each month from contract award until close out you are also required to log-in and report payment information. Payment information is reported by completing the pending **Contract Audits** which can be accessed from your Dashboard by clicking on “Contract Audits”. For each monthly audit, click on “Incomplete” in the Status column and report the amounts paid to each subcontractor during the month. You will also report the amount paid to you as the prime for the time period.

Repeat these steps for any additional incomplete audits on this or additional contracts that are assigned to you in the system.

You may also register for upcoming training sessions to learn more about system functionality, as well as classes that focus specifically on reporting payment to subcontractors. To register, click on “Training Classes” under Help & Tools from any screen in the system and click RSVP next to the “Contract Compliance Reporting – Vendor Training.” You can also access the training classes without logging in here <https://ddot.diversitycompliance.com/events.asp> Additional information is available by clicking on the “Information for Vendors” link on the right-hand side of the home page under System Links.

There is no cost to Contractors for this service. You may add as many users to you your account as necessary to report and view contract compliance data (please do not share accounts between people). If you require technical assistance during the process, please use the online support form or email DDOT@dbesystem.com.

Please contact the Office of Civil Rights for any of the following:

- If a DBE firm requires additional technical assistance in order to complete satisfactory performance on this project.
- Change Orders that affect the contract amount affects the DBE Goal. Please contact OCR if there are any change orders processed for this contract.

- If need arises that a joint check arrangement may be executed. You are required to contact OCR **prior** to execution of any joint check arrangement. A joint check arrangement must be approved by OCR!

To obtain additional information on DBE Compliance, please contact the Office of Civil Rights

Mohammed Kabir, PHR/Sr. EO Federal Compliance Officer

Office of Civil Rights

District Department of Transportation

55 M Street, SE, 3rd floor

Washington, DC 20003
(202) 299-2190

Mohammed.Kabir@dc.gov

CONTRACT ASSURANCE /DBE CONTRACT GOALS:

CONTRACT ASSURANCE

The Contractor, Sub-recipient, Sub-consultant or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out all the applicable requirements of 49 C.F.R. Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as DDOT deems appropriate.

Furthermore, Title VI of the Civil Rights Act of 1964 assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by DDOT. For further information regarding Title VI, please contact the Office of Civil Rights, 55 M Street S.E. 3rd Floor. Washington, DC 20003. Our telephone number is: (202) 671-2620

The above information is applicable to every Contractor including every tier of sub-consultants, subcontractors, supplier or service providers on this project. It is the responsibility of the prime Contractor, and all sub-consultants, subcontractors, suppliers and service providers to ensure equal opportunity for all firms to participate on this project.